Software Installation Instructions

What Are the Computer System Requirements?

Each cost reporting package runs as a DOS base program and is capable of running on IBM compatible Personal Computers (PC). This includes PCs using IBM PC-DOS© or Microsoft MS-DOS 5.0© and higher and Windows© 3.1, 95, 98, ME, NT and Win2000© machines.

Software Requirements:

The CONFIG.SYS (or Windows NT CONFIG.NT) file **must** include the following two statements to enable printing the entire cost report. You may be able to print individual pages without changing the settings but most systems will not print **all** the schedules concurrently unless configured to the minimum settings shown below. Use larger settings if needed. In addition, you **must** reboot your computer after making the changes or they will not take effect until the next boot up.
 Files=50
 Buffers=50

Hardware Requirements:

- 4 mb of Random Access Memory (RAM)
- Hard disk with 17 mb of free space minimum.
- 1.44 mb 3-1/2" diskette drive.
- Printer capable of printing 132 characters per line compressed (16.66 or 17 characters per inch) in portrait orientation.

Recommendations:

- Application should be installed and treated as stand-alone for single user rather than networked or multiuser. The software is not capable of having more than one user accessing the same system at the same time. Instead, each user may have a copy of the program on their respective computer or a single user may access the program on a network drive.

How Do I Download the Cost Reporting Software?

The fastest way to obtain DMA Cost Reporting software is to download it from this website. Visit the _Provider Categories page_ and follow directions to choose the cost report right for you. Then choose the download page link appropriate for your provider category.

After clicking the download link, your browser will probably display a dialog window similar to the one shown asking you what you want to do with the new file, choose

"**save it to disk?**". Don't worry if you don't see this dialog - it may be disabled on your browser.

Next a file/folder dialog opens that will ask you to pick or create a directory to which the file will be saved. You **must** create or use a directory name having 8 or less characters with no spaces. The software will not install correctly if you use long folder names. Also, be sure to make a note of this directory as you will be asked to locate the file just downloaded and extract the compressed executable files.
After you have chosen the directory folder, click
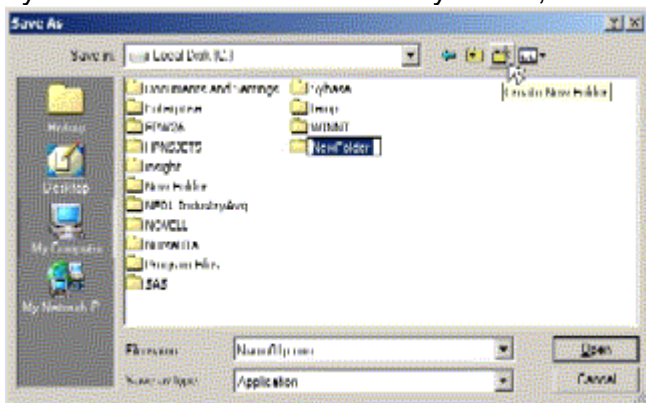
Ok. Do **not** rename this file

The size of a cost report download is typically 4-5 mb and the time required will depend on your connection speed. For slower connections and modems the download can require hours.

To find the Cost Reporting software you need now, please click here.

Last Updated May 27, 2005

# I Have the Downloaded File, Now How Do I Install It?

Locate the directory to which you downloaded the new file using your File Explorer. The new file is a self-extracting file with *.EXE* extension.

- If you downloaded the ICFMR Provider Facility software, the file name will be something like "Icfmr01p.exe"
- If you downloaded the Nursing Provider Facility software, the file name will be something like "Nurse01p.exe"
- If you downloaded the ICFMR Home Office software, the file name will be something like "Hoicf01p.exe"
- If you downloaded the Nursing Home Office software, the file name will be something like "Honur01p.exe"
- If you downloaded the Hosp-Based Nursing Facility software, the file name will be something like "HBnur01.exe"

Extract the new file's components by double-clicking the new file name. When the file begins the extraction process, a screen similar to the following may appear. At first, it will indicate "Extracting..." on the blue title bar of that screen and later will change to read "Finished..." after all files have been successfully installed on your

PC.
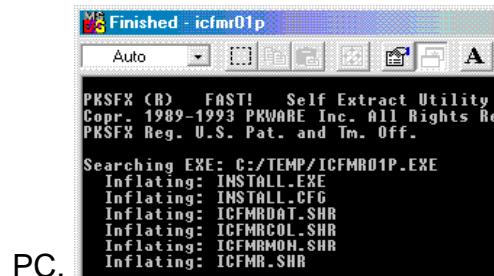
After extracting the components locate the *install.exe* file. Double-click *install.exe* to start installation. Follow the installation directions, select the drive and note the directory name the program will install into and soon your **Cost Reporting System** will be ready to use.

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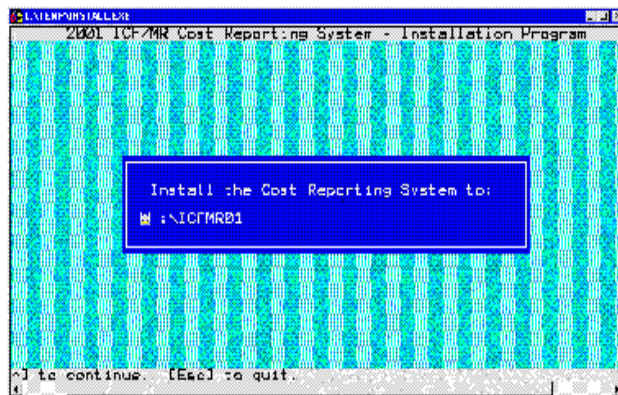
Now That the Software is Installed, How Do I Start Using It?

Using Windows File Explorer, go to the **directory where the program is installed** and locate the MS-DOS batch file named **(COSTRPT.BAT)**, right-click the file and create a shortcut for it and copy (or drag) it to your desk top.

Alternatively you may double-click the file name **(COSTRPT.BAT)** while in Windows File Manager or Windows Explorer to start your **Cost Reporting System**.

For convenience, we recommend creating and using a desktop icon to start your **Cost Reporting System**.

When Will I Need To Upgrade My Older Software?

Each fiscal year a new version of the software is made available for download. At a minimum, you must install the latest version applicable to the fiscal year end for the facility you are reporting for. Cost reporting software normally becomes available for ICF/MR facilities during the month of June and for Nursing facilities during September of each year.

If you are experiencing problems with the software, you may download the latest version of Cost Reporting software at any time. You should revisit this web site and compare your software's version date with the revision date shown. If there is a newer revision, follow the download instructions given above and download the newer file to your computer and follow the instructions on how to upgrade or replace the software as given below.

How Do I Upgrade or Replace My Software?

If you are experiencing problems and suspect the software installation is causing the problem, download the latest version applicable for your FYE and follow the instructions given in this paragraph. If you have already entered cost report information and want to save your previous work, you should save the data before replacing the program with a newer version. Do this by entering the Cost Report program, select **Utilities** from the menu, and choose the **Copy Data to Diskette** option to make a backup copy of your data.

Go to the Software Installation procedure above to review how to install cost reporting software. The same installation procedure applies even if you have entered data in your current **Cost Reporting System**. Understand, your data may be destroyed or overwritten by the new installation and you should use the **Copy Data to Diskette** procedure to backup your data as a precaution. Once the new installation has completed, upload your work back to the new program using the Utilities menu and the Copy Data From Diskette option.

Last Updated May 27, 2005

Where Do I Find the Cost Reporting Software on My Computer?

The following list shows recommended locations of installed Cost Reporting Software. If the default location was changed during installation you can find it by searching via Windows File Manager or Windows Explorer.

The last two digits in a folder name represented by *yy* in the list below indicate the cost reporting year. If you have Cost Reporting Systems for more than one year, you can expect to see a folder for each in File Explorer.

If your Facility's Category is:	The Default Drive:\Folder Location is:
Intermediate Care Facility / Mental Retardation facility (ICF/MR)	**C:\ICFMR**yy
Nursing Facility providing Skilled Nursing Care (SNC) and/or Intermediate Nursing Care (INC)	**C:\NURSE**yy
Home Office or Related Party providing support for ICF/MR Facilities	**C:\HOICF**yy
Home Office or Related Party providing support for Nursing Facilities	**C:\HONUR**yy
Hosp-Based Nursing Facility providing Skilled Nursing Care (SNC) and/or Intermediate Nursing Care (INC)	**C:\HBNUR**yy

What If I Cannot Download the Cost Report Software?

Cost reporting software may also be requested on diskette by providers who are unable to download from this site. If you have tried unsuccessfully to download the Cost Reporting software and you need to receive it on diskettes, please contact DMA. You may request the software on **1.44 mb 3 1/2" diskettes** by contacting the **Audit Section** of the **Division of Medical Assistance** at: (919)647-8060 or you may visit the cost report page for the appropriate contact e-mail address.

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